



Sworn Police Employee Benefits Package



Burlington Police Department
A Nationally Accredited Agency
www.burlingtonNC.gov/police
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Equal Employment Opportunity

Statement of Policy

It shall be the continuing policy of the city that there shall be no discrimination in the treatment of minority group job applicants or employees in the application of any city policy, practice, rule or regulation. Efforts to achieve and maintain a city work force that is appropriately balanced by race and sex shall be limited only by the vacancies that occur as a result of turnover and expansion, and by the availability of minorities and women with required skills. All applicants and employees, regardless of race, creed, national origin, sex, age, religion or handicap, shall be treated on the same basis with respect to employment, performance evaluation, merit consideration, promotion, training opportunities, and all other city activities. (City Ordinance No. 80-53, §2, 9-2-80)

Salary Information

Classification & Pay Plan

A Police Officer I position is considered a Level 21 position with a hiring range of \$35,006.40 – \$40,257.36, depending on education and experience.

Each qualification below, or a combination of the qualifications below, can allow an employee to be hired at up to 15% above the base salary.

- Military Experience
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Prior Law Enforcement Experience up to 10 years

New employees receive a two and one-half (2½) percent increase after successfully completing the first six months of the year-long **probationary period**, after which they enter the merit pool

and compete with other employees in their department/division for merit increases depending upon council approval.

Effective July 1, 2004, the City Council adopted a performance-based pay plan. Under this plan employees who have completed their probationary period compete for **merit increases** that can range from one to five percent of present salary.

Police employees are also eligible for **merit increases** effective July 1 of each fiscal year depending on council approval, and sworn officers receive annual increases of 1%, 1.5%, or 2%, effective July 1, based on years of service with the department.

Promotions and Transfers

All vacancies shall be filled to the extent possible by promotion from within. Any employee who has successfully completed their probationary period may be transferred to the same or similar position in a different department without being subject to serve another probationary period. The department head of the employee's current department and the department to which the employee desires to be transferred must approve the transfer request.

City Longevity Pay

After completing five years of service, employees become eligible to receive a longevity payment. This payment is based on a percentage of the employee's basic **annual salary** and is paid on the 20th day of the employee's anniversary month.

5 years service	1%
10 years service	2%
15 years service	3%
20 years service	4%
25 years service	5%

Maximum payment not to exceed \$3, 500.00

Police Longevity Pay

After completing two years of service, sworn police officers become eligible to receive a police longevity payment. This payment is added to the officer's pay beginning July 1 after it becomes effective.

2 years service	1%
3 years service	1.5%
4 years service	2%

Educational Refund Program

This program is available to all employees who have been full-time for at least six months and have been accepted by an accredited educational institution. Employees who wish to take advantage of this program should speak to their supervisor before enrolling as not every course of study will be reimbursed.

Courses must be directly related to the job or in preparation for career advancement. Employees must receive a minimum grade of "C" in undergraduate-level classes and "B" in graduate-level classes.

The City will reimburse all or part of tuition costs and fees upon receiving evidence from the employee of successful completion. Full reimbursement is limited to the first three hundred dollars, after which the City will pay fifty percent of tuition cost and fees up to a maximum payment of \$1,000 per fiscal year.

In addition, effective April 1, 2004, employees receiving an associate, bachelor, or master's degree **may, upon approval, be eligible** to receive a two and one-half percent merit increase upon submitting a copy of their degree, and official copy of their transcript.

Incentive Pay

Depending on an officer's responsibilities, he or she may be eligible for incentive payments once per year. These payments are made on July 20th of each year based on the program an officer actively participated in the previous year. Incentive categories include the following programs:

Special Response Team	\$750-\$1000
K-9	\$1000
FTO/CTO	\$750
Criminal Investigations Division	\$750
Junior Police Academy	\$750-\$500
Honor Guard	\$500
Polygraph	\$750

Uniforms/Plain Clothes

Uniforms are issued to police officers at no cost. Plain clothes officers such as Criminal Investigations Division personnel receive a stipend of \$400 per year (two payments of \$200 paid January 1 and July 1) to cover the cost of work clothing.

Paid Leave

Vacation Leave

All full-time police employees with earn 3.70 hours of vacation leave per bi-weekly pay period (12 days per year) for the first 10 years of service. Employees with more than 10 years of service earn additional vacation hours depending on their years of service (See schedule below).

New employees earn vacation leave from their first day of employment; however, this leave may not be used until completion of the first six months of the probationary period.

The maximum vacation leave an employee may carry cannot exceed the number of vacation days he/she is eligible to earn in a two-year period. All hours in excess of this amount on July 1 of each year will be transferred to the employee's sick leave balance. An employee who is **within 16 hours** of reaching their max vacation limit may opt to sell some hours back to the city.

Years of Service	Bi-Weekly	Hours Earned Per Year	Maximum Accumulation in Hours	# Hours To Sell
	Hours Earned			
Less than 10 years	3.7	96	192	48
10 or more years	4.62	120	240	60
14 or more years	5.54	144	288	72
18 or more years	6.46	168	336	84
22 or more years	7.38	192	384	96

Must be within 16 hours of maximum accumulation to be eligible to sell

Hours over max accumulation will transfer to sick leave each July 1

Sick Leave

All police employees earn 3.70 hours of sick leave per bi-weekly pay period (12 days per year) for the duration of their employment with the City of Burlington. **There is no limit to the number of sick days an employee may accrue.** Sick leave should only be used in the following situations:

1) When an employee's health prohibits him/her from performing regular job responsibilities and
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2) In the event of death or illness of an immediate family member as defined in the City Personnel Ordinance. In situations involving death or illness, up to five days of sick leave, may be used.

Kelly Hours

Patrol officers accrue Kelly hours at a rate of 1 hour per 28-day cycle for a total of 13 hours per year. Officers are allowed to carry forward up to 8 Kelly hours into the next fiscal year. If circumstances do not allow a patrol officer's Kelly hours to be used within the fiscal year, the officer will be compensated for the overage.

Paid Holidays

The City of Burlington, with the exception of Veterans Day, follows the Office of State Personnel Holiday Schedule and provides employees with the following holidays annually: New Year's Day, Martin Luther King's Birthday, Good Friday, Independence Day, Labor Day, and Memorial Day. Employees also receive two days for Thanksgiving and two or three days for Christmas, depending on the state schedule.

Medical/Dental Appointments

With supervisor approval, employees may take up to two hours during a workday with pay to see a doctor or dentist provided the employee has reported to work at some point during that same workday. A supervisor may ask the employee to provide a doctor's note as proof of the visit.

Jury Duty

Paid leave will be granted for jury duty.

Retirement Benefits

State Retirement Benefits

City of Burlington employees are automatically enrolled in the North Carolina Local Government Employees' Retirement System. Beginning with your initial paycheck, the City will deduct 6% of your pay for deposit into a retirement account. The City also contributes an actuarial amount of your salary into this same account. This deduction is tax deferred, meaning it is deducted before income taxes. Employees are eligible to receive monthly payments from this account upon retirement. Should you terminate your employment with the City, you may withdraw your contributions from the plan.

Police employees are eligible to receive a full, unreduced retirement benefit after completing:

- 30 years of creditable service
- Reaching age 55 and completing 5 years of creditable service as an officer
- Becoming totally or permanently disabled to do your present job after completing five years of creditable service (vested) or immediately if injured in the line of duty.

Early retirement for police officers with reduced benefits may be taken after:

- Reaching age 50 and completing 15 years of creditable service as an officer

When you retire, you have the option of converting your unused sick leave to creditable service or being paid for a certain amount of your sick balance. The City will pay out two days of sick leave for every year you have worked. If you choose to convert your sick time to service time, 20 days of sick leave will convert to one month of creditable service.

Disability Retirement

The disability retirement benefit is provided to all full-time employees with more than five years of continuous service in the state retirement system. This benefit entitles employees to receive full retirement benefits in the event they become disabled and are unable to perform their current job.

Death Benefits

Beneficiaries of police officers who die while still in active service with the City of Burlington or within 180 days of the last day for which you were paid salary will receive a lump sum payment between \$25,000 and \$50,000, depending on salary through the State Retirement System, as well as a refund of all contributions made by the officer to the retirement system. Separately, a \$5,000 payout will be made to the surviving spouse or the estate of a sworn police officer who dies while employed by the City of Burlington.

A death benefit is also provided to beneficiaries of officers through the Department of Justice.

City Supplement for Retired Police Officers

Police officers will also receive a police supplement paid by the City of Burlington upon retirement if the officer is at least 55 with 5 years of service or has 30 years of service at any age. This is paid bi-weekly and direct deposited like a regular paycheck beginning at the month of retirement until the last day of the month in which you turn 62.

Prudential 401-K

Beginning with your initial paycheck, the City will contribute an amount equal to 5% of your bi-weekly salary into a 401-K account. Employees have the option to make additional contributions into this account on a pre-tax or after-tax (Roth) basis; however, voluntary contributions may not exceed 80% of your annual salary or \$17,500 for **2014** (employees 50 years of age and older may contribute an additional \$5,500 to their 401(k) account bringing the maximum amount they may contribute annually to \$23,000). Employee contributions into this account are tax deferred. The 401-K plan offers a variety of investment options as well as a loan provision.

ICMA-RC 457 Deferred Compensation Plan

This is a voluntary agreement made between the employee and the City that a specific amount will be deducted from the employee's paycheck before taxes and deposited into a 457 account in the employee's name and invested for payment at retirement. This amount is determined by the employee, but cannot exceed 80% of the employee's annual salary or \$17,500 maximum for **2014**. Employees 50 years of age and older may contribute an additional \$5,500 to their 457 account using the catch-up provision, bringing the maximum amount they may contribute annually to \$23,000. The Deferred Compensation Plan can serve as a tax shelter, retirement plan or an investment plan.

Department Information

Career Opportunities

1. Criminal Investigations
2. Special Operations (VICE/NARCOTICS)
3. School Resource Officer (SRO)
4. DARE Officer (Drug Awareness Resistance Education)
5. Special Response Team (SRT)
6. K-9 Officer
7. Traffic Unit
8. Gang Unit
9. Community Oriented Policing Team

Rank Structure

When an applicant is hired they start at the level 21 Police Officer I. From that point, officers receive automatic promotions for the next two levels for Police Officer II and Master Police Officer. The requirements to reach the next level of 22 for **Police Officer II** are three years' service with Burlington Police Department or two years with Burlington and one year at another agency along with an Intermediate Certificate. The **Master Police Officer** level 24 requires the officer to have been a police officer in Burlington for 5 years or 4 years here and 1 year at another agency and an Advanced Certificate.

A promotional process is required for the remainder of the rank structure:

Sergeant
Lieutenant
Captain
Assistant Chief

Operations Schedule

- Officers work a 28-day cycle, working 14 out of 28 days.
- The cycle consists of 2 days on, - 2 days off; 3 days on, -2 days off; 2 days on, -3 days off.
- The cycles rotate between day and night shifts. Officers work one full cycle on day shift, then the next full cycle on night shift, then the next full cycle on day shift, etc.
- Continuous 24-hour patrol coverage will be maintained by having 12-hour day and night shifts.
- The hours for the shifts during the cycle will be:

Early-In Day Shift	0600 -1730 hours
Late-In Day Shift	0700 -1830 hours
Early-In Night Shift	1700 – 0430 hours
Late-In Night Shift	1830 – 0600 hours
Power Shifts (2)	Hours Vary

Mobile Computers

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- Officers are assigned a laptop computer
- Officers have access to and receive training on programs to include: Computer Aided Dispatch (CAD), Records Management System (RMS), internet, City email, shared network files
- Officers are responsible for entering their own reports and have the assistance of personnel from the Records Division

Take Home Cars

Police officers who live within 20 miles of the Burlington Police Department have use of a take-home patrol car. The City of Burlington provides gas and insurance for this vehicle.

Extra Duty Employment Opportunities

After completion of Field Training and the Probationary Period, officers are able to take advantage of Extra Duty Employment Opportunities. The pay for Extra Duty may vary, but is \$25.00/hour at a minimum.

Apprenticeship Training For Veterans

A veteran may receive GI Bill benefits, if eligible and not fully trained, while working full time and earning wages. The NC Department of Labor is responsible for approving veterans in apprenticeship and on-the-job training programs and works in conjunction with the agency for employees to receive this benefit.

Health/Insurance Benefits

Health Insurance Coverage

The City of Burlington offers full time employees the opportunity to participate in the City's Group Health Insurance Plan. The City has a self-insured health insurance program that is administered by Blue Cross and Blue Shield of North Carolina and uses the Blue Cross Blue Shield network of medical service providers.

Individual coverage may be provided by the City at no cost depending on the level of coverage selected by the employee. Other coverages such as employee and child(ren), employee and spouse, and family are available and partially subsidized by the City.

The City's health insurance plan requires employees and covered family members to see participating physicians in order to receive full benefits. In-network deductibles range from \$500 to \$1,500 depending on the level of coverage selected. Out-of-Network deductibles range from \$1,000 to \$3,000 depending on the plan selected. After meeting the deductible, employees will pay 20% of the remaining in network eligible costs. After reaching the individual in-network maximum out-of-pocket amount for the plan they chose, all eligible remaining medical expenses will be paid at 100%.

The city has also placed the pharmacy plan (prescriptions) with BCBS. Cost to the employee is determined by the employee's choice of drug, ie choosing a generic drug, when available, versus a name brand drug. Employees can contact BCBS or their pharmacy at any point in time to find out what tier their prescription medicines fall into.

Employees who are on the city's health plan should receive a General Physical Examination once per fiscal year. The employee needs to provide the city's Occupational Health Department

proof that he/she received this examination. If the employee chooses to not get an exam, he/she will be charged a bi-weekly fee toward their medical insurance coverage.

Dental Insurance Plan

The City currently offers a comprehensive dental plan administered by Guardian Insurance Co. with a \$25 deductible – depending upon the category of the service. The annual maximum benefit payable is \$2,000. Dental services are divided into the following categories: preventive, basic, major, and orthodontic. Preventive services are covered at 100% of the usual and customary charges.

- Preventive services include oral exams, x-rays, and teeth cleaning. The deductible does not apply to these services and the expense incurred does not feed off of the \$2,000 annual maximum.
- Basic services are covered at 80% of usual and reasonable charges. Services included in this category are fillings, oral surgery, and simple extractions, endodontics and periodontics.
- Major services are covered at 80% of usual and reasonable charges. Examples of major services are crowns, inlays, onlays and dentures.
- Orthodontic service has a \$2,000 lifetime maximum benefit. Coverage is provided at 50% of usual and customary charges. Installation of braces and retainers are examples of orthodontic services.

On-site Health Clinic

The City employs a licensed physician and two nurses who provide care to employees and their covered spouses and children age 18-26 at no cost to the employee. No pediatric or OB/GYN services are provided.

Flexible Spending Plan (Derived from Section 125 of the U.S. Tax Code)

The flexible spending plan allows employees to pay for eligible dependent care and/or medical expenses with pre-tax dollars. Here's an example of how it works:

	<u>Before Flex Plan</u>	<u>After Flex Plan</u>	<u>Flex Savings</u>
Gross Salary Per Pay Period	\$275	\$275	
Flexible Medical Expense	none	(\$14.62)	
Amount Subject to Federal/State Taxes	\$275	\$260.38	
Federal/State Taxes	(\$50.90)	(\$47.16)	\$3.74
Non-Flexed Medical expense	(\$14.62)	none	
Take-Home Pay	<u>\$209.48</u>	<u>\$213.22</u>	

Health and dental insurance premiums are automatically “Flexed” for all employees. A list of medical expenses eligible for the Flex Plan is available in the Finance Department.

Life Insurance

The City provides each Full Time employee a life insurance policy equal to one and one-half times his/her annual base salary (maximum coverage of \$150,000) at no cost to the employee. Additional life insurance coverage for employees and their dependents may be purchased at reasonable rates. Accidental death coverage is included with this policy. The North Carolina Local Government Retirement System will pay the beneficiaries of an active employee who dies, a benefit equal to their annual salary but no less than \$25,000 or more than \$50,000.

Long Term Care Insurance

The City provides each Full Time employee a base amount of Long Term Care Insurance. Employees have the opportunity to “buy up” from the base amount either during their new hire status or during the city’s annual mandatory insurance meetings held each year in the spring.

Voluntary Insurance Policies

The City gives Full Time employees the opportunity to purchase Cancer Insurance, Accident Insurance and Short Term Disability Insurance. Employees can purchase any of these coverages either during their new hire status or during the city’s annual mandatory insurance meetings held each year in the spring.